



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: *December 13, 2016*

DATE: Tuesday, November 29, 2016
TO: Board of County Commissioners
FROM: Jackie Bryant, Administrator/Clerk of Court, Second Judicial District Court, 775-328-3119, Jackie.bryant@washoecourts.us

SUBJECT: Recommendation to approve the reclassification of a vacant District Court Deputy Clerk I, pay grade K403, position #70000550, to Administrative Secretary II, pay grade K408, in the Second Judicial District Court and the reduction of the budgeted number of hours of a part-time Court Master, pay grade K446, position #70000633 from 520 hours per year (0.25 FTE) to 312 hours per year (0.15 FTE) in the Second Judicial District Court. [No fiscal impact.] (All Commission Districts).

SUMMARY

This item recommends the Board of County Commissioners approve the reclassification of a District Court Deputy Clerk I position to Administrative Secretary II in the Second Judicial District Court. The cost of this reclassification will be fully offset within the adopted annual Second Judicial District Court's budget by reducing the number of budgeted hours of a part-time Court Master position. No net additional General Fund budget appropriations are being requested.

This position is needed to support the Pretrial Services Division and the Specialty Courts Division.

Washoe County Strategic Objective supported by this item: Valued, Engaged Employee Workforce

PREVIOUS ACTION

None

BACKGROUND

The Pretrial Services Division and Specialty Courts Division within the Second Judicial District Court each provide direct services to the public. There is no administrative support position dedicated to assist in serving the public, the managers of these two positions, or the staff. An Administrative Secretary position would allow a dedicated staff member to remain seated at the front counter to check-in Pretrial Services defendants,

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provide administrative support for both managers, and provide assistance in answering phones, directing the public, copying, etc. for all staff.

FISCAL IMPACT

The net combined cost of this reclassification and the reduction of the number of budgeted hours for a part-time Court Master is zero. No additional General Fund budget appropriations are being requested.

RECOMMENDATION

It is recommended the Board of County Commissioners approve the reclassification of a vacant District Court Deputy Clerk I, pay grade K403, position #70000550, to Administrative Secretary II, pay grade K408, in the Second Judicial District Court and the reduction of the budgeted number of hours of a part-time Court Master, pay grade K446, position #70000633 from 520 hours per year (0.25 FTE) to 312 hours per year (0.15 FTE) in the Second Judicial District Court. [No fiscal impact.] (All Commission Districts).

POSSIBLE MOTION

A possible motion would be:

Move to approve the reclassification of a vacant District Court Deputy Clerk I, pay grade K403, position #70000550, to Administrative Secretary II, pay grade K408, in the Second Judicial District Court and the reduction of the budgeted number of hours of a part-time Court Master, pay grade K446, position #70000633 from 520 hours per year (0.25 FTE) to 312 hours per year (0.15 FTE) in the Second Judicial District Court. [No fiscal impact.] (All Commission Districts).